



MARKET TRADING REGULATIONS

Traders can operate from land owned by Diss Town Council in accordance with the following conditions:

Application

1. Written consent is acquired from the Town Council prior to trading. Details on applying for a pitch are available on our website or contact us (details above).
2. Stallholders must complete an application form, have third party public (& employee where relevant) liability insurance with a minimum cover of £2,000,000 & provide a completed risk assessment of their activity.
3. Stallholders operating a food business are required to produce evidence that they are registered with South Norfolk Council. For more information, visit <https://www.south-norfolk.gov.uk/businesses/food-safety/food-premises-registration-and-inspections>
4. The sale of alcohol or alcohol-related products will only be permitted by express permission of the Town Clerk (the Designated Premises Supervisor) in the form a licensing agreement, which must be available for inspection at all times.

Frequency of trading

5. Stallholders are expected to trade every week / month. In the case of illness or other urgent circumstance preventing them from doing so, this must be notified to the Town Council as soon as possible, but in any event, prior to the start of the market on any given trading day. Two weeks' notice is required for non-attendance for any other reason.
6. Stallholders who fail to occupy a site for four consecutive trading weeks (except in the case of illness as above) may forfeit any preferential claim to a pitch.
7. Stallholders who occupy a pitch for four or more consecutive market trading weeks may be considered to have preference over others in the future allocation of that pitch. The Town Council reserves the right to re-allocate or rearrange pitches as it feels necessary.

Stall Set Up & Take Down

8. Traders will be required to site their pitches in a set location as agreed with the Maintenance Manager. A Market Supervisor will be in attendance on Fridays only.
9. Stallholders are required to display their name prominently on the stall and no stallholder shall vary the size or structure of their stall without prior approval of the Council.
10. Reasonable access must be left between stalls so that an adequate gangway is always maintained. Additional stock and/or packaging should be removed from the market.
11. All vehicles must be removed from the site after unloading.

12. A road closure from the Market Place to the junction between Mere Street & Chapel Street will be in operation on Fridays only. The parking spaces on Market Place will therefore be in use all other days and stallholders will have to take this into account when dismantling stalls.
13. Stallholders are totally responsible for disposal of their own waste including packaging, which should be removed from the site at the end of the market. Litter bins in the vicinity are for use by members of the public & should not be used for the disposal of market trader waste. A fee may be levied to cover costs if pitches are not left clean and tidy.
14. No amplified equipment is to be used as a method of advertisement.
15. The use of generators is permitted. Traders wishing to use generators should ensure that they are suitable to be used near other traders and therefore should be properly maintained, not pollute the environment with excessive exhaust fumes, not create a noise nuisance & be properly ventilated. Stallholders must also ensure that fuel is stored in an approved container away from sparks and the generator & that fumes are directed away from food stalls and other premises. The Town Council reserves the right to request a trader to turn a generator off if complaints are received or the noise or fumes are a nuisance.

General conditions

16. The Council may restrict numbers of any particular type of stall at its absolute discretion and no stallholder will alter the type of goods sold without prior consultation with the Town Council. The Sale of Livestock is not permitted. Seasonal trading may be permitted at the discretion of the Clerk.
17. Current legislation regarding the retail of all produce must be obeyed and the Town Council will not be held responsible for any infringement of existing regulations.
18. Stallholders shall always be free from the influence of drink and drugs and in a fit state to take full responsibility for the management of their stalls.
19. The Town Council reserves the right to serve notice on stallholders who, in their opinion do not comply with the market regulations or is found to be unsuitable for whatever reason. A minor complaint will be notified to the stallholder requesting that any problem must be remedied. If any complaint is not rectified or a serious complaint ensues, formal notice to quit will be issued to the stallholder. Any stallholder who is issued with a notice to quit will be given the opportunity to respond formally to the Council. In these circumstances, the Council will calculate and repay any money owed, less any damages incurred.
20. Licences given to the stallholders who occupy them are personal to those stallholders. Stallholders' licences cannot be transferred, nor the benefit shared with any other person. Stallholders' licences automatically cease on the death or retirement of the registered stallholders. Those who wish to sell their business do so without any guarantee to the purchaser that a pitch will be made available on Diss Town Council land.
21. The Town Council reserves the right to cancel a market at short notice due to any unforeseen circumstances.
22. In all matters relating to the market, the decision of the Council is final.

Trading times

23. Friday Market - stallholders must occupy their pitch by 08.30am & have vacated the site by 4.30pm. Packing away stalls must not begin until 3pm except in cases of emergency or severe weather & Town Council permission must be sought.

24. Other Days - trading times are between 8.30am & 4pm with set up no earlier than 6am. Packing away stalls must not begin until 3pm except in cases of emergency or severe weather & Town Council permission must be sought.

Franchises

25. Franchises are permitted Monday – Thursday and Saturdays by prior consultation with the Town Council.

Fundraising Stalls

26. Stalls organised by charities, fundraising and other 'not-for-profit' groups for the purposes of raising awareness of the group and for fundraising are allowed on the Market Place on Fridays when space permits. Otherwise, they will be limited to other days of the week. The following conditions apply in addition to the general market regulations above.
27. No more than four bookings per year per group will be permitted (except in exceptional circumstances).
28. The number of charity stalls permitted on the market on any one day will be at the discretion of the Council.

Promotional Stands

29. The Town Council allows the Market Place to be used by other businesses or organisations to publicise products or services Monday – Thursday and Saturdays with permission of the Town Council.

Speciality Markets

30. The Town Council permits the use of the Market Place for 'Speciality Markets' such as Christmas Markets, which must be organised in full consultation with the Town Clerk.

Market Fees

31. Friday / Saturday - the rent is £4.16 per metre (£1.27 per foot). The Council offers a discount to Friday stallholders who pay quarterly in advance, but this does not in any way imply security of tenure, nor is any rent refundable.
32. Fundraising stalls - the rent shall be £6.10 payable in advance for a maximum of one 1.0 metre x 2.0 metre table. Larger pitches will be charged accordingly.
33. Promotional stands - the rent shall be £32.73 per day payable in advance. Larger pitches will be charged accordingly.
34. Speciality markets - the rent for the use of the Market Place for a Speciality Market shall be £253.75 per day, payable in full in advance.
35. An additional fee for use of electric will be levied.
36. Payments can be made in cash to the Market Supervisor, Maintenance Manager or Council Offices on market day or via bank transfer or cheque to Diss Town Council.
37. The fees are reviewed annually & the Town Council reserves the right to amend rental charges, with due notice.

*N.B. Free access to council facilities is available to those community groups who are engaging in charitable objectives with **no financial gain**. Any organisation / group that has income (including grants) should be paying the relevant tariff as above.*

These rules are subject to review and may be changed at the discretion of the Council. Revised rules will be distributed to all traders.

Approved by Diss Town Council at a meeting of its Facilities Committee on 7th May 2020.

Please tear off the slip below and return with a copy of your public liability insurance

Declaration

Trader Business Name: _____

Trader Name: _____

Agree to abide by these Market Trading Regulations

Signature: _____

Date: _____